

Fundraiser Authorization request

School support group

Submit *typed* request a minimum of 30 days in advance to the district office. Requests may be faxed, scanned/emailed or sent in district mail. Incomplete requests, or request submitted less than 30 days in advance, may be sent back unapproved. Support Group Cooperative Agreement must be attached.

School:

# Proposed Activity (provide name and describe in detail):

Specific Purpose of Fundraiser:

# Fund/Account Name:       Current balance $

Date(s) for Fundraiser Activity: Begin:       End:

Students involved in selling for the fundraiser: (whole school, group, team, etc.)

Margin of profit *(percentage of funds to be kept by the school/group for this fundraiser*):

School will receive profit:  In cash (to be deposited daily)

Check from the company:        Other (explain):

Requested by: Date:

*Name/Title (submitted to principal)*

Approved by: Date:

Bookkeeper

Approved by: Date:

Principal

Approved by: Date:

Lead Principal/Executive Director

***NOTE: If items must be purchased before the fundraiser can begin, then the fundraiser must be approved before those items are purchased.***

**Tennessee Internal School Uniform Accounting Policy Manual (Exhibit 1, A-4)**

## MBOE Policy #1310, approved 07/27/99